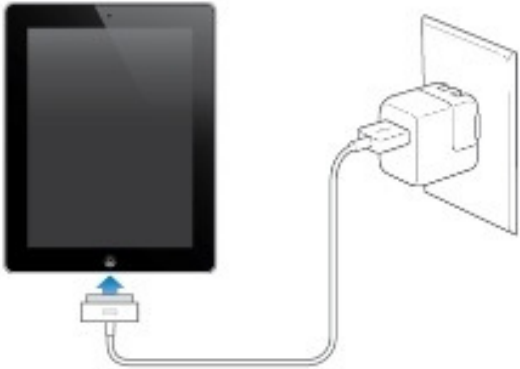


Using Your iPad

Charging the Battery

The best way to charge your iPad is to connect it to a power supply using the docking connector supplied. Please remember this can take between 2-3hrs depending on how low the battery is, so always check and re-charge before a meeting. Disconnect the power once fully charged.



Support for your iPad

ICT Help Desk – 01653 600666 EXT 229

email: helpdesk@ryedale.gov.uk

IMPORTANT PLEASE NOTE:

- 1. 10 FAILED PASSWORD ATTEMPTS WILL DELETE ALL DATA FROM YOUR IPAD AND RESET TO FACTORY DEFAULT – PLEASE CONTACT THE ICT HELP DESK BEFORE YOU REACH THE 10 ATTEMPTS LIMIT.**
- 2. IF YOUR IPAD IS INACTIVE FOR 60 DAYS DATA MAYBE WIPED FROM THE DEVICE**

Viewing in portrait or landscape

You can view the iPad and the apps in either portrait or landscape orientation. Hold your iPad up, rotate the iPad and the screen rotates too, it will adjust automatically to fit the new orientation. The orientation can be locked if desired, we suggest leaving it to rotate for now.



Getting Started



Your iPad features and the Home screen may be different, depending on the model of iPad you have.

Turning on

Hold down the sleep/wake button until the Apple Logo appears, wait for a few seconds and then enter your passcode

Turning off

Hold down the sleep/wake button for a few seconds until the red slider appears then drag the onscreen slider

Sleep/Lock mode

Press the sleep/wake button

Waking/unlock the iPad

Press the home button or the sleep/wake button, then drag the slider and enter your password.

Apps


An app is the commonly used name for a stand alone program, each app has an icon on the home screen



To open an app

Tap the related icon on the home screen

Return to the home screen

Press the Home button , or pinch four of five fingers together on the screen.

Opening and switching between apps

Open any app by tapping its icon. You can switch between apps, rearrange apps and store them in folders.

Using the Keyboard




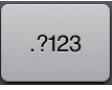


The on screen keyboard appears automatically anytime you need to type. Use the keyboard to enter text, such as contact information, mail, and web addresses. The keyboard corrects misspellings, predicts what you're typing and learns as you use it.

Entering Text


Depending on the app you're using, the intelligent keyboard may automatically suggest corrections as you type to help prevent mistyped words.

Tap a text field, such as in a note or new contact, to bring up the keyboard then tap the keys on the keyboard as required.

Some useful hints and tips while using the keyboard

Delete the previous character	Tap 
Quickly type a full stop and space	double-tap the space bar
Type Upper case	Tap the shift key  before tapping a letter. Or touch and hold the shift key then slide to a letter
Turn caps lock on	Double-tap the shift key  . The shift key will turn blue and all the letters you type are uppercase. Tap the shift key to turn the caps lock off.
Enter numbers punctuation or symbols	Tap the number key: 
	Tap the symbol key  to see additional punctuation and symbols
Hide the onscreen keyboard	Tap the keyboard key 

Viewing and Moving Between Apps.

Double-click the home button  or slide 4 fingers up the screen. The most recently used apps appear in the multi-tasking bar at the bottom of the screen, flick left-right to see more open apps.



To close an App.

Press the home key  , or pinch four or five fingers together.

Using Notes

This is a very useful app for making general notes on your iPad. The app can be used to create multiple notes, edit text and to copy and paste text.

Open the Notes app by tapping the icon on the home screen. To create your first new note tap the yellow note screen to the right of the app, when the keyboard appears on screen begin typing. The file name is automatically formatted using the first few words of text that you type on the top line.

When you've completed typing your note, tap the button at the extreme bottom right of the keyboard (shaped like a keyboard with a down arrow underneath) to exit typing mode. The note will be saved for future reference. If you click the Notes button at the top left of the screen a list of all the notes saved is displayed. You can select any of these notes to read or edit. You can also search the content of notes using the search field.

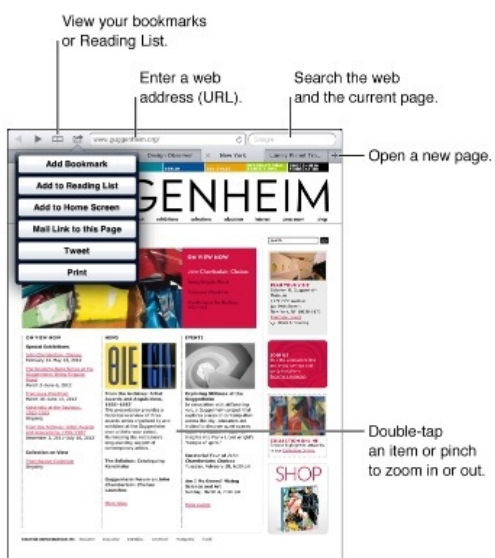
Alternatively you can use the left and right arrow buttons at the bottom of the screen to move through the notepad.

To create additional notes, tap the + icon at the top right of the Notes screen, this will allow you to repeat the above process giving each additional file a new name.

You can delete a note by clicking the bin icon at the bottom of the note (you may have to hide the keyboard to see the bin icon), confirm to permanently delete the file.

To email the note to someone (including to your own email box so that you have a permanent record) simply click the icon at the bottom of the Note app displayed as an arrow inside a square (to the immediate left of the recycle bin). You can then type the sender email address and tap the blue send button.



Using Safari for web browsing



To view a web page Tap the address field (in the title bar), type the web address, then tap GO (on your keyboard – second row far right)

Try clicking between tabs and closing individual tabs that you have opened, you can only have 9 tabs open at any one time.

Hints and tips to use while browsing

Erase text in the address field	Tap 
Scroll round a web page	Drag up down or sideways
Open a new page:	Tap + you can have up to nine pages open at a time
Go onto another page	tap a tab at the top of the page and enter the address on the new tab that opens
Stop a web page from loading	Tap x in the address field
Reload a web page	tap  in the address field
Close a page	tap x on the page's tab.

Scrolling

Drag up or down to scroll through the screen as shown below. You can also scroll sideways in apps such as the Safari web browser, Photos and maps.



Swipe the screen to scroll quickly through larger amounts of content.

You can wait for the scrolling to come to a stop, or touch anywhere on the screen to stop it immediately.

Note: touching the screen to stop scrolling doesn't choose or activate anything on the screen.

Other hints and tips you may find useful

Return to the home screen	Pinch four or five fingers together
Reveal the multi-tasking bar	Swipe up with four or five fingers
Switch Apps	Swipe left or right with four or five fingers

Copy and Paste Text

The copy and paste facility is available in most apps where text is involved, including Notes, Email and the Safari Web Browser. To copy text, tap and hold an area over the text you want to select until highlighted. Two blue circles will appear on screen at the top left and bottom right of the selected text, these allow for the range of text to be adjusted to include the exact area to copy. Adjust the copy area by sliding the blue circles over the correct range of text. When the desired text has been highlighted, select the copy option, which should be onscreen ready.

Now open the app or location where you want to paste the text. Tap and hold the area of the screen where the text is required until the magnifier (circle) appears on screen, then release. At this point the paste option will be available on screen. Select paste to insert the text into the desired location. If the text hasn't pasted into exactly the right position, adjustments can be made with the keyboard to delete or insert spaces around the text.

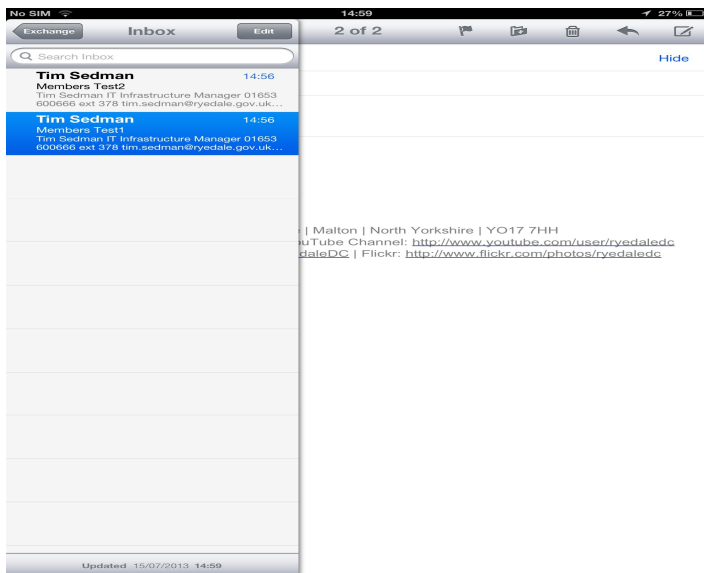
Managing Contacts

A useful app is available to manage your contacts (Email addresses, telephone numbers etc). The 'Contacts' app can be found on the home screen, tap the app once to open. Current contacts will be displayed in alphabetical order. New contacts can be added using the + option at the bottom of the screen – tap this once to add a new contact.

Tip - your ipad has access to the centrally managed corporate Email address lists for officers and members. When typing the first name of a sender in an Email address, (councillor email addresses all being cllr., for example cllr.firstname.secondname@ryedale.gov.uk) your ipad will begin to suggest possible options for sender addresses, as you continue to type, the number of options reduces. When you see the address you need, tap this once to enter into the sender field.

EMAIL

To access your email account, tap the mail icon at the bottom of the iPad screen. The mail client will open to present a screen similar to that below



To the left of the screen, inbox items are displayed, to the right details of the currently selected Email item are shown.

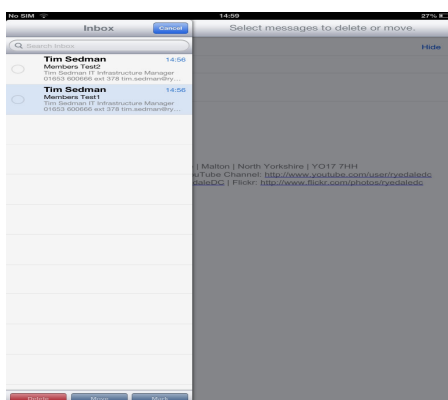
Email Toolbar Options

At the top of the screen is a toolbar offering a number of options for managing current and new Email items. A summary of functionality of these is outlined below, from left to right on the toolbar....

1. Mailboxes – provides access to and the creation of sub-folders (mailboxes) created within the Inbox. Also access to ‘Sent Items’, the recycle bin and draft Email.

To create a new mailbox sub folder – tap ‘Edit’ at the top left of the screen. This will open a ‘New Mailbox’ option at the bottom of the screen, select this and enter a name for the new sub folder in the ‘Name’ field as required, then select ‘Done’ and ‘Done’ again. The folder will have been created towards the bottom of the list of current folders.

2. Edit – allows multiple selection / deletion of Email items. Select the radio button to the left of the items of Email to delete, then select delete.



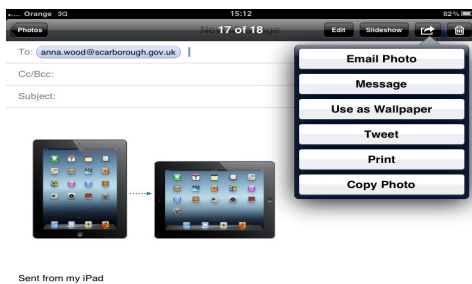
3. Flag – provides an option to ‘flag’ an Email as high priority (eg.) or mark as unread.
4. Folder with down arrow – provides the option to move the current Email item to another mail folder (as created using option 1 above). Tap this option, move the currently selected Email by tapping the destination folder on the left of the screen under the mailboxes list.

5. Recycle Bin – deletes the current Email to the recycle bin.
6. Left Arrow – provides options to Reply to and Forward the current Email.
7. Pen – tap this option to draft a new item of Email.

Taking, viewing and sending photos from the iPad.

Click the Camera App and take a photo using the on screen camera icon. The iPad has a front and rear camera, you can swap between the iPad cameras using the <-> icon at the bottom of the screen.

To Email a photo, tap the Photos App at the top of the home screen. Tap the photo you want to Email, then tap the middle of the photo to bring up the black options bar. Now tap the arrow icon in the top right of your screen, 'options' are then displayed, the first option is 'Email Photo', Tap this option to select it.



Using the keyboard type the sender email address, you can change the subject of the Email and add comments as well if you wish, when ready to send tap the blue send button.

Taking a screenshot

Press and hold the on/off button then quickly press the square home button. To view your screenshot look in the Photos App.

Printing

Democratic Services will offer a print service for essential items to be printed, please email the item you require printing to ipadprint@ryedale.gov.uk.

The Settings Icon



A large number of device settings can be customised, the majority of which won't be relevant for day to day use. You are requested to leave most settings as pre-set, as changes can have an adverse impact on the functionality and security of the device. However, changes to 'Sounds' and, 'Brightness & Wallpaper' can be made but please seek advice before making any changes you're not sure about.

General care of your iPad

To clean the iPad, unplug all cables and turn off the iPad. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia or abrasives to clean the iPad. The screen has a special hardened coating - wipe with a soft, lint free cloth to remove any residue on the screen or casing.

iTunes Account

Your iPad is set up with an iTunes account and will be used to get updates, upgrades and any new corporate apps to your iPad. The settings for this should be left in place to ensure the functionality and security of the device is maintained.

If you already have a personal iTunes account or would like to create your own account, this can be used on the device alongside the Ryedale iTunes account. Any personal software should be purchased using your personal account.

Wireless Connectivity at home and other locations

Your iPad is configured to automatically connect to the public wireless at Ryedale House. Connections to other wireless networks, including those at your home, will need to be setup before you can access your Email or other Internet content. Instructions for doing this are below but if assistance is required, please don't hesitate to contact the ICT Help Desk.

1. The iPad can be used from home or abroad through a Wi-Fi connection, these are often available in Hotels, Coffee Shops & bars and large public buildings such as libraries, airports, etc.

To choose to connect to a new wireless network, at home for example, choose the 'Settings' icon at the bottom of the iPad screen, then choose 'Wi-Fi', from the left side of the screen that opens. From here, look to the right of the screen that opens up and identify your home wireless network. Tap the screen once over the network you want to connect to, this will open a further screen to enter the username and password for your home broadband connection. Once entered, tap 'Join' to connect and save the settings.

2. If you travel by air, please be aware that some airlines do not allow mobile devices to be used during flights. You will need to either power down your iPad before and during flight or put the iPad into flight mode. This can be achieved by going into the 'Settings' option, then choosing the 'Airplane Mode' option, ensuring the 'On' setting is selected.

Ipad Security

You are responsible for the safe keeping and security of the iPad:

- a. If the iPad is lost or stolen you must inform the IT Help Desk as soon as possible – 01653 600666 ext 229
- b. IT Help Desk hours are 8.30-5pm Mon-Fri.